

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

OFFICE ASSISTANT (GENERAL)

**Permanent Full-Time
\$2074-2770.00 Monthly**

Final Filing: Until filled

SUBJECT TO HIRING FREEZE APROVAL

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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Duties and

Responsibilities: Under the general direction of Nursing, the incumbent will perform a variety of tasks including but not limited to: Schedule and track all inside and outside medical appointments for the residents of the Veterans Home of California-Barstow and enter into Meditech system. Enters physician's orders into the Meditech computer system. Coordinate all transportation required for medical appointments outside the facility and enter into the Meditech system. Receives, coordinates and distributes all lab, radiology and any other medical documents and information received via facsimile or hard copy to the designated location. Prepare reminder notices to residents for medical appointments, transportation, etc. Prepares medical packets necessary for resident's medical appointments. Provide backup clerical coverage for Unit Clerical support. May perform other Office Assistant (G) classification duties as assigned. Insure appointment status is maintained in the Meditech computer system.

Desirable

Qualifications:

- Dependable, reliable, able to work independently and be well organized.
- Possess good communication skills, orally and written, and familiar with personal computer.
- Ability to provide excellent customer service.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 100 E. Veterans Parkway, Barstow, CA 92311, Attn: S. Goddard.** All State applications must be postmarked no later than the final filing date.

Note: In Line #12 on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development Assignment." Failure to do so could result in being rejected from the interview process. In addition, you must reference positions 574-331-1441-001.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **S. Goddard, Human Resources Office, at (760) 252-6256.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 8.04.10